

Checklist for 2024-2025 Application

- Please use this checklist as a guide to ensure your application is complete prior to submission.
- All requirements must be complete and submitted by due date to be considered for funding.

NEW AND RECOMPETE APPLICATIONS

Done	Documentation required	Due Date
	New: Concept Paper (narrative and logic model) - email grants@serveminnesota.org	Sept 22, 2023 (5:00pm)
	Recompete: Letter of Intent to Apply - email grants@serveminnesota.org	
	Completed application in eGrants per ServeMinnesota invitation for new applicants	Nov 10, 2023 (5:00pm)
	Completed ServeMinnesota Budget form – email grants@serveminnesota.org	
	Evidence Base Documentation if claiming preliminary, moderate or strong evidence – email grants@serveminnesota.org	
	AmeriCorps Operational and Financial Management Survey as PDF document – email grants@serveminnesota.org	
	ServeMinnesota Financial Management Survey – email grants@serveminnesota.org	
	Recompete: Evaluation Plan using the AmeriCorps Evaluation Plan Template – email to grants@serveminnesota.org	
	Final application in eGrants (all revisions must be complete)	Dec 8, 2023 (5:00pm)
	A-133 audit or standard financial audit – email grants@serveminnesota.org or mail to ServeMN	
	Evaluation Report (if applicable) – email grants@serveminnesota.org The report must be in MS Word with a title page that includes: AmeriCorps grant ID for the project evaluated, name of the project, and date of completion of the report.	
	Labor Union Concurrence (if applicable) – email grants@serveminnesota.org with title page that includes legal applicant name and application ID	
	Entities Applying on Behalf of a Federally Recongized Tribe (if applicable): Tribal organization eligibility documentation - email grants@serveminnesota.org with title page that includes legal applicant name and application ID	

CONTINUATION APPLICATIONS

Done	Documentation required	Due Date
	Completed application in eGrants	Dec 8, 2023 (5:00pm)
	Completed ServeMinnesota Budget form – email grants@serveminnesota.org	
	A-133 audit or standard financial audit – email grants@serveminnesota.org or mail to ServeMN	